



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

January 14, 2004

RQ-2

Christopher J. Ward, Treasurer
National Republican Congressional Committee
320 First St.
Washington, DC 20003

Response Due Date:
February 13, 2004

Identification Number: C00075829

Reference: Amended March Monthly Report (2/1/03-28/03) received 8/14/03

Dear Mr. Ward:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Line 11c of the Detailed Summary Page of your report discloses a total of \$282,900 in contributions from other political committees. The sum of the entries itemized on Schedule A, however, indicates the total to be \$281,650. Please amend your report to clarify the discrepancy.

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.